



TEJANOCENTER.ORG

2950 Broadway St, Houston, Texas 77017

713-640-3700 f tejanocenteronline

Tejano Center

HUD Certified Housing Counselor

JOB TITLE: HUD Certified Housing Counselor
REPORTS TO: Director of Housing and Community Redevelopment
WORK LOCATION: Housing Office
STATUS: Full Time/ Exempt
DAYS WORKED: 238
REVISION DATE: 11/20/2025

ABOUT US

Tejano Center is a transformative nonprofit organization based in Houston's East End, dedicated to empowering families and elevating communities through education, housing, health equity, and social initiatives. Founded in 1992, the Center serves over 30,000 individuals annually and operates a wide range of programs including:

Education: Through the Raul Yzaguirre Schools for Success (RYSS), NOVA Academy for Adult Education, and GRADcafé, the Center provides PK–12 charter schooling, adult workforce training, and college/career guidance.

Housing & Community Redevelopment: Initiatives include affordable housing, homebuyer education, weatherization programs, and transitional housing for youth aging out of foster care.

Health Equity: Services like the Baylor College of Medicine Teen Health Clinic and La Tiendita offer free healthcare, food assistance, and wellness education.

Social Initiatives: Programs such as RESOLVE (supporting victims of abuse and trafficking), the Child Placing Agency, and the Pathway to Citizenship initiative provide emotional support, legal aid, and civic empowerment.

POSITION SUMMARY

The HUD-Certified Housing Counselor provides comprehensive housing counseling services to clients seeking support with homeownership, rental housing, financial capability, and foreclosure prevention. This role ensures that all counseling meets HUD standards and aligns with the Tejano Center's mission to strengthen families and build resilient communities.

BOARD OF DIRECTORS

David Corpus *Chair* - Anthony Magdaleno *Vice Chair* - Margaret Dunlap *Secretary* - Marco Martinez *Treasurer*
Maria P. Gonzales *Member* - Laura E. Mayorga *Member*



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Essential Duties & Responsibilities

Client Counseling & Support

- Conduct client intake and assessments to identify housing needs, financial status, and barriers to stability.
- Provide one-on-one and group counseling in HUD-approved areas, including:
 - Pre-purchase/homebuyer education
 - Rental counseling and tenant rights
 - Credit, budgeting, and financial coaching
 - Foreclosure prevention and loss mitigation
 - Post-purchase and home maintenance
 - Fair housing counseling
- Develop personalized action plans and follow-up schedules to help clients achieve housing goals.
- Connect clients with relevant Tejano Center programs (e.g., youth services, education initiatives, health support) as needed.

Community Engagement

- Represent the Tejano Center at community events, workshops, and outreach activities.
- Establish and maintain strong relationships with local lenders, real estate professionals, landlords, and community partners.
- Provide culturally competent services to diverse populations, including bilingual counseling when applicable.

Documentation & Compliance

- Maintain accurate, timely client files in accordance with HUD, state, and agency policies.
- Utilize HUD-approved Client Management System, CounselorMax, for case management.
- Support reporting requirements for HUD grants, state programs, and Tejano Center internal metrics.
- Ensure compliance with HUD Handbook 7610.1, quality control standards, and internal audit procedures.

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Program Development & Team Collaboration

- Assist with planning and facilitating HUD-compliant homebuyer education workshops.
- Participate in staff meetings, trainings, and continuing education to maintain HUD certification.
- Provide feedback to improve housing programs and expand services within the community.

Required Qualifications

- **HUD Housing Counselor Certification (required).**
- Experience in housing counseling, financial coaching, social services, or community engagement.
- Strong knowledge of mortgage processes, rental laws, credit analysis, and fair housing principles.
- Effective communication and interpersonal skills, with the ability to serve diverse populations respectfully.
- Proficiency in computer systems, online platforms, and client databases.

Preferred Qualifications

- Bachelor's degree in social work, business, finance, community development, or related field.
- Bilingual (English/Spanish) a must due to community needs.
- Experience working with underserved or historically marginalized populations.
- Familiarity with Houston-area housing resources, agencies, and assistance programs.

Core Competencies

- Cultural humility & community-centered approach
- Empathy and client advocacy
- Confidentiality and ethical practice
- Strong organization and documentation skills
- Problem-solving and crisis navigation
- Team collaboration and communication

Work Environment

- Standard office environment within Tejano Center or partner locations.
- Some evening or weekend hours for workshops or community events.
- Occasional local travel for outreach and meetings.

APPLICATION PROCESS

Interested candidates must apply online and submit a resume, cover letter, and three professional references. For more information, please visit the <https://www.tejanocenter.org>.

EQUAL OPPORTUNITY EMPLOYER

Tejano Center is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.